

Script Name
Description
Created By
Tested By
Date Tested
Prerequisites

Resubmission

The purpose of this script is to test the system's ability to display a Resubmission Date when necessary
Ben Lopez

Must be logged in as same Public Institution Data Entry User as Public Institution Submission Script. The Public Institution Script and QC Script (or at least Steps 1-8 of Script) must be completed prior to Script Execution
UC 15

Use Cases Covered

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
1	Select "Resubmit FYE 07/01/2004 Annual Submission" link	System displays the "Financial Statements" page. The page contains top navigation: - eZ-Audit Home - Help - Logout Left navigation consists of: - Financial Statements - Compliance Audit - Completeness Checklist - Upload Attachments - Submit The contents area of the page has the heading "Public Annual Submission Financial Statements". Immediately below the heading is the Institution name <Public School> and OPE ID <???????>. The Name of the School is also a hyperlink to the Institution's Home Page. The page then contains the following questions/fields: 1. Indicate Period Audited (mm/dd/yyyy): - Begin Date: - End Date: - Reason if Less than 1 Year: 2. Review Auditor Information: - Records indicate your Current Auditor is: <Pricewaterhouse 111111111> - Is this information correct? (Yes/No) - Enter Auditor TIN:				
		3. Are your financial statements prepared in accordance with Generally Accepted Accounting Principles (GAAP)? (Yes/No) 4. Are your financial statements audited in accordance with Government Auditing Standards? (Yes/No) 5. What type of auditor's report was issued on the financial statements? - Select an Opinion Type (drop down list box) 6. Is a going concern explanatory paragraph included in the audit report? (Yes/No) 7. For internal control over financial reporting: - a) were material weaknesses identified (Yes/No)? - b) were reportable conditions identified that are not considered to be material weaknesses? (Yes/None Reported) 8. Were any instance(s) of noncompliance material to the financial statements noted? (Yes/No) 9. Do you have any of the following disclosures in your financial statement? (See manual/help link for definitions) (Yes/No): Going Concern, Contingent Liabilities, Reviews/Investigations, Debt Agreement Violation, Timely Return to Title IV Programs 10. Enter Financial Statement Data - Links to Statement of Financial Position and Statement of Activities The following buttons are available to the user: Cancel, Save and Save & Proceed				
2	Select the Submit link from the left navigation bar	The system displays the Submit Page				
3	Select "Submit to ED" button	System displays the "Institution Home" page				
4	Select the Logout link from the top navigation bar	The system displays the Logout Page with a hyperlink to return to the Login Page				
5	Select the Login link	The system displays the Login Page				
	Enter username <psree03> and password	Username is displayed in the username field.				
6	<Password1>	Password is displayed in the password field with *s				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
7	Select the "Login" button	<p>System presents the "QC Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>A Message is displayed at the top of the page content: "Link to the following team section(s):" with hyperlinks leading to different sections on the page below.</p> <p>Two queues are displayed, both of which contain records split into two sections: Institution Name and Submission Information. Submission Information will include: OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Team, and System Flag. The queue at the top of the page has a heading "Pending QC Review." The second queue has a heading "Pending QC Approval"</p>				
5	Locate the Submission for "Public School" with a submission type of "Annual Financial Statement", from the Pending QC queue. Select the hyperlink that is the School's Name	<p>System presents the "Financial Statement QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Financial Statement QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No If no, which are not viewable? (User may select more than one) List Box with field labels, Add (button)</p>				
		<p>If no, which questions were incorrect? (User may select more than one) List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one) List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one) List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one) List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Data Entry Analysis Discrepancy</p> <p>1. Balance Sheet/Statement of Position Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button)</p> <p>2. Income Statement/Statement of Activities Data Entry List Box with field labels, Add (button) Misclassification/Treatment List Box with field labels, Add (button)</p> <p>3. Cash Flow Data Entry List Box with field labels, Add (button)</p>				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>Link to Score Calculation worksheets (not required for flagged submissions)</p> <p>Decision/Outcome</p> <ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p> <p>QC Reviewers</p> <p>Last Mod By- Financial Statement: Analyst, Date Stamp (automatically updated upon save)</p> <p>Compliance Audit: Analyst, Date Stamp (automatically updated upon save)</p>				
8	Select the "YES" button for the first question, "Validate PDFs"	The "YES" button is selected				
9	Select <Yes> for "Were the Financial Statement questions answered correctly?"	Field accepts value				
10	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
11	Select <Yes> for "Are all required documents attached?"	Field accepts value				
12	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
13	Select <Complete> for "Completeness Status"	Field accepts value				
14	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Financial Statement has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
15	Locate the Submission for "Public School" with a submission type of "Annual Financial Statement", from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The Financial Statements QC page is displayed				
16	Select Submit button from bottom of page	The system returns the user to the "QC Home Page," the Annual Financial Statement has been removed from both the first queue (Pending QC) and the second queue (Pending QC Approval)				
29	<p>Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Compliance Audit", from the Pending QC queue. Select the hyperlink that is the School's Name</p>	<p>System presents the "Compliance Audit QC" Page. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Correspondence Log - Notes <p>The Compliance Audit QC page contains the following sections and fields: (selections may be made using radio buttons)</p> <p>School Name (pre-populated, hyperlink to Institution Home Page)</p> <p>OPEID (pre-populated, read-only)</p> <p>Validate PDF</p> <p>1. Are all attached PDFs viewable? Yes No</p> <p>If no, which are not viewable?</p> <p>(User may select more than one)</p>				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
		<p>Submission Quality</p> <p>1. Were the Compliance Audit questions answered correctly? Yes No If no, which questions were incorrect? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p> <p>Validate Checklist/PDF</p> <p>1. Does the Checklist contain valid answers? Yes No If no, which questions were invalid? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>2. Are all required documents attached? Yes No If no, which attachments are missing? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>3. Are all required attachments properly presented? Yes No If no, which attachments are not presented properly? (User may select more than one)</p> <p>List Box with field labels, Add (button)</p> <p>Notes field (text box)</p>				
		<ul style="list-style-type: none"> • eZ-Audit recommended decision: Complete or Incomplete (system generated upon Save) • System Flag: Flagged or Non-Flagged (system generated) • Completeness Status (QC User determination) Complete (radio button) Incomplete (radio button) • Referral to Case (only applicable if Complete and Non-Flagged Select a Reason (Dropdown box)) • Notes (text box) <p>QC User has the option to Save and the option to Submit</p>				
17	Select the "YES" button for the first question, "Validate PDFs"	The "YES" button is selected				
18	Scroll to the bottom of the page and select the "Save Button"	The system displays the Financial Statement QC Page with the following error message at the top: Error(s): Field 1: Were the Compliance Audit questions answered correctly? Does not contain an accepted value. Field 1: Does the checklist contain valid answers? does not contain an accepted value. Field 2: Are all required documents attached? does not contain an accepted value. Field 3: Are all required attachments properly presented? does not contain an accepted value.	QC03			
19	Select <Yes> for "Were the Compliance Audit questions answered correctly?"	Field accepts value				
20	Select <Yes> for "Does the checklist contain valid answers?"	Field accepts value				
21	Select <Yes> for "Are all required documents attached?"	Field accepts value				
22	Select <Yes> for "Are all required attachments properly presented?"	Field accepts value				
23	Select <Complete> for "Completeness Status"	Field accepts value				
24	Select the "Submit" button from the bottom of the page	The system returns the user to the "QC Home Page," the Annual Compliance Audit has moved from the first queue (Pending QC) to the second queue (Pending QC Approval)				
25	Locate the Submission for "Non-Profit School", OPEID 2000008, with a submission type of "Annual Compliance Audit" from the Pending QC Approval queue. Select the hyperlink that is the School's Name	The system displays the Compliance Audit QC Page as above				
26	Select the Submit button from the bottom of the page	The system displays the QC Home Page. The Non-Profit School Annual Compliance Audit Submission is no longer on either queue				
27	Select the Logout link from the top navigation bar	The system displays the Logout Page with a hyperlink to return to the Login Page				
28	Select the Login link	The system displays the Login Page				
29	Enter username <olead01> and password <Password1>	Username is displayed in the username field. Password is displayed in the password field with *s				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
30	Select the "Login" button	<p>System presents the " Co-Team Lead Home Page." The page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout <p>Two queues are displayed: Submissions Pending Assignment and Submissions Pending Approval. Submissions Pending Assignment contain three columns: Institution Name, Submission Information (OPEID, FY End, Date of Submission, Resolution Due Date, Submission Type, Submission Status, Completeness Status, Reason for Referral to Case), and Assign To (dropdown list of Financial Analysts and Audit Resolution Specialists). Submissions Pending Approval also contain three columns: Institution Name, Submission Information (same as above, along with Assigned To, Date Assigned, Date Submitted for Approval), and Approve/Return.</p>				
8	Locate and Select the Annual Submission for the "Public School" submitted above by selecting the School Name link	<p>System presents the "Submission Summary" Page for this Submission. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Code Findings - Correspondence Log - Notes <p>The Submission Summary Page contains the following sections and fields:</p> <p>School Name OPEID Audit Control Number Fiscal Year End Date</p> <p>Institution Info</p> <ul style="list-style-type: none"> - OPEID - DUNS - Audit Control Number - Fiscal Year - Date Submission Received 	RES01			
31	Verify that the Resubmission Date is Today's Date	<ul style="list-style-type: none"> - Financial Analyst - Reason for Flagging - Years in Zone - eZ-Audit Composite Score - ED Composite Score - Determination - Determination Date - Completeness Status - Pre-Screener - Screen Date <p>Compliance Audit</p> <ul style="list-style-type: none"> - Compliance Audit Specialist - Resolution Due Date - Reason for Referral - Completeness Status - Pre-Screener - Screen Date - Reassign - Compliance Audit Administrative Stay 	RES01			
32	Select the eZ-Audit Home link from the top navigation bar	The system displays the Co-Lead Home Page queue				

Step#	Action	Expected Results	Test Condition	Pass/Fail	Comments	SIR #
32	Locate another Annual Submission WITHOUT A RESUBMISSION from the queue (different from the above Submission) and view the Submission by selecting the School Name	<p>System presents the 'Submission Summary' Page for this Submission. This page contains top navigation:</p> <ul style="list-style-type: none"> - eZ-Audit Home - My Profile - Search - Team Queue - Reports - Logout <p>The left nav provides links to:</p> <ul style="list-style-type: none"> - Submission Summary - Financial Statements - Compliance Audit - Completeness Checklist - View Attachments - Financial Statement QC Review - Compliance Audit QC Review - Code Findings - Correspondence Log - Notes <p>The Submission Summary Page contains the following sections and fields:</p> <p>School Name OPEID Audit Control Number Fiscal Year End Date</p> <p>Institution Info</p> <ul style="list-style-type: none"> - OPEID - DUNS - Audit Control Number - Fiscal Year - Date Submission Received 	RES02			
		<p>Financial Statement</p> <ul style="list-style-type: none"> - Financial Analyst - Reason for Flagging - Years in Zone - eZ-Audit Composite Score - ED Composite Score - Determination - Determination Date - Completeness Status - Pre-Screener - Screen Date <p>Compliance Audit</p> <ul style="list-style-type: none"> - Compliance Audit Specialist - Resolution Due Date - Reason for Referral - Completeness Status - Pre-Screener - Screen Date <p>Reassign</p> <p>Compliance Audit Administrative Stay</p> <p>Financial Statement Administrative Stay</p> <p>Resubmission</p>				
33	Verify that there is no field for "Resubmission Date"	The Resubmission field does not appear on the Submission Summary Page if there is no Resubmission	RES02			
34	Select the Logout link from the top navigation bar	The system displays the Logout Page with Login link				